

Leave Time

Sick Leave – 12 days per year

Personal Leave – 4 days per year

Compensatory Time is only available for non-exempt employees

Employees are either “exempt” or “non-exempt” employees under the Fair Labor Standards Act and in accordance with the AGO’s classification of their positions.

Vacation for Exempt Employees

0-9 ½ years of service – 20 days per year

After 9 ½ years - 25 days per year.

Vacation for Non- Exempt Employees

0-9 ½ years of service - 15 days per year

After 9 ½ years – 20 days per year

After 19 ½ years - 25 days per year.

Leave Time Bargaining Unit Employees

Sick Leave – 15 days per year (MOSES)

15 days per year (NAGE)

Personal Leave – 3 days per year

Vacation-

0-4 ½ years service: 10 days per year

4 ½ years – 9 ½ years – 15 days per year

9 ½ years – 19 ½ years – 20 days per year

After 19 ½ years – 25 days per year.

Parental Leave – An eligible employee may take up to 20 weeks of parental leave for the birth, adoption, or foster placement of a child. An employee on an approved parental leave will receive 30 days’ paid leave at any time during the Parental Leave. To be eligible for Parental Leave, an employee must have worked for the AGO for at least 3 continuous months prior to the commencement of the leave, and must be regularly scheduled to work at least 18.75 hours per week.

HOLIDAYS

The state observes the following paid holidays:

January 1: New Year’s Day

3rd Monday in January: Martin Luther King Day

3rd Monday in February: President’s Day

3rd Monday in April: Patriot’s Day

Last Monday in May: Memorial Day

July 4: Independence Day

1st Monday in September: Labor Day

3rd Monday in October: Columbus Day

November 11: Veteran’s Day

4th Thursday in November: Thanksgiving

December 25: Christmas Day

Benefits Summary



Human Resources
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(617) 963-2029

The AGO is pleased to offer a generous benefits package to its regular employees who work a minimum of 18.75 hours per week. The following is an overview of the payroll, benefits, and leave information that may be of interest.

Benefits are available to AGO employees who are appointed by and serve at the pleasure of the Attorney General. Employees who are members of collective bargaining units may be subject to specific rules, regulations, or responsibilities and may have different or additional benefits as defined by their Collective Bargaining Agreement.

Full-time employees are those employees with an approved work schedule of 37.5 hours per week. Part-time employees are those employees with an approved work schedule of fewer than 7.5 hours per day or an approved work schedule of fewer than 37.5 hours per week. Part-time employees receive benefits on a pro-rated basis. Individuals who have a regular work schedule of fewer than 18.75 hours per week do not receive benefits.

Bi-Weekly Pay Cycle

- Employees are paid bi-weekly
- Required to have direct deposit
- Net pay deposited into checking and/or savings
- Each payday, employees receive a pay advice which can be accessed through PayInfo and/or AGO Time & Attendance, web based programs that allow employees to access their payroll information online.

Health Insurance Benefits

All employees are required to have health insurance. In conjunction with the Commonwealth's Group Insurance Commission, the following benefits are offered to regular employees who work at least 18.75 hours per week. For new employees, coverage begins on the first day of the month following 60 calendar days from the first date of employment, or two calendar months, whichever comes first. Family Coverage will require proof of marriage for spouse and birth certificates for dependent children.

Health Insurance Plans

- Fallon Health Direct Care **
- Harvard Pilgrim Primary Choice **
- Health New England **
- NHP Prime-Neighborhood Health **
- Tufts Health Spirit **
- UniCare State Indemnity/Basic
- UniCare State Indemnity/Community Choice **
- UniCare State Indemnity/Plus.

****Indicates a GIC Limited Network Plan**

Dental & Vision

➤ MetLife

- Classic Plan
- Value Plan

➤ Davis Vision.

Life Insurance (Basic and Optional)

- \$5,000 Basic Life Insurance offered with health insurance plan
- May enroll in Optional Life Insurance for a coverage amount of up to 8 times the employee's salary.

Long Term Disability

- 90 days disabled – up to 50% of monthly gross pay
- Premiums are based on age and income.

Health Care Spending Account

- Employees can pay for certain non-covered health related expenses with pre-tax dollars.
- Maximum amount - \$2,600 per year
- Minimum amount - \$250 per year
- Payroll deduction plus small admin fee.

Dependent Care Assistance Program

- Employees can pay for certain dependent care expenses with pre-tax dollars
- Maximum amount - \$5,000 per year
- Payroll deduction plus small admin fee.

Transportation Benefit

- Payroll deduction – Parking & Transit
- Administrator www.benstrat.com.

Employee Assistance Program

- Benefit available to employees and dependents
- Wide range of services
- Professionally trained counselors
- No cost to employees.

Deferred Compensation (SMART Plan)

- Meant to supplement employees' incomes after retirement
- Pre-taxed deduction
- Maximum contribution - \$18,000 per year
- Age 50 or older during calendar year, an additional contribution of \$6,000 is allowed for a total possible contribution of \$24,000.

Massachusetts State Retirement Board

State employees do not contribute to Social Security. All employees participate in the Commonwealth's retirement system administered by the State Retirement Board. New employees' contribution is 9% of gross wages; income over \$30,000.00 is an additional 2%. Employees transferred from another state agency without a gap in service will stay at the same rate.

Tuition Remission

- After 6 months of full-time service, employees and their spouses are eligible
- State or Community College
- Employees may receive partial to full tuition remission (except for fees, books, and materials).

METRO Credit Union

- Membership information on the website www.metrocu.org. ATM in lobby of One Ashburton.

**For questions, please contact:
The Human Resources Division
Phone: (617) 963-2029**